

WORKSHEET 1, KEY PERSONNEL (ROUND 13)

(Note: Attach certification for those job titles with a "C". Attach resume for those job titles with an "R.")

JOB TITLES AND RESPONSIBILITIES	NAME(S) OF INDIVIDUAL(S)	AGENCY STAFF?	SUB?	% OF TIME	YEARS OF EXPERIENCE
R--PROGRAM MANAGER (MINIMUM 1 STAFF REQUIRED) Responsible for day-to-day project management. Supervises activities of the technical and support staff. Ensures that daily operations are conducted in accordance with HUD Guidelines, EPA, OSHA, and other federal, state, and local regulations. Establishes and maintains network contact with CSD. Assists in developing strategic plans and quarterly plans. Responsible for reviewing and submitting reports to CSD.		<input type="checkbox"/>	<input type="checkbox"/>		
<i>If not already hired, will this position be filled within 60 days?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No					
OUTREACH COORDINATOR (MINIMUM 1 STAFF REQUIRED) Participates in all community outreach and marketing strategy activities. Ensures all outreach and marketing objectives and goals are accomplished. Ensures that clients receive outreach education and completes applications. Assists clients in relocation needs and completes blood testing prior to the beginning of lead remediation. Prepares project case folders and inputs intake/application data.		<input type="checkbox"/>	<input type="checkbox"/>		
<i>If not already hired, will this position be filled within 60 days?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No					
C & R--INSPECTOR/RISK ASSESSOR (MINIMUM 1 STAFF REQUIRED) Holds current certification as a state Lead Inspector/Assessor. Conducts inspections/risk assessments according to HUD Guidelines and federal and state regulations.		<input type="checkbox"/>	<input type="checkbox"/>		
<i>If not already hired, will this position be filled within 60 days?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No					

JOB TITLES AND RESPONSIBILITIES	NAME(S) OF INDIVIDUAL(S)	AGENCY STAFF?	SUB?	% OF TIME	YEARS OF EXPERIENCE
C & R--SUPERVISOR/CONSTRUCTION SPECIALIST (MINIMUM 1 STAFF REQUIRED)		<input type="checkbox"/>	<input type="checkbox"/>		
Supervises crew workers on a project site.					
Prepares work specifications in accordance with findings of risk assessment reports.					
Responsible for security and administration of the HDP library specifications. Ensures the owner is aware of work specifications and shared work/costs for the project.					
<i>If not already hired, will this position be filled within 60 days?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No					
C--WORKER (MINIMUM 2 STAFF REQUIRED)	IDENTIFY 2 STAFF				
Holds current certification as a state Lead Worker.		<input type="checkbox"/>	<input type="checkbox"/>		
Follows policies and procedures for lead-safe work and clean-up.		<input type="checkbox"/>	<input type="checkbox"/>		
<i>If not already hired, will these positions be filled within 60 days?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No					
ADMINISTRATIVE SUPPORT (MINIMUM 1 STAFF REQUIRED)		<input type="checkbox"/>	<input type="checkbox"/>		
Assists with internal administrative grant operations.					
Manages the database system and maintains project files.					
Assists in the production of reports and serves as the day-to-day liaison with CSD.					
<i>If not already hired, will this position be filled within 60 days?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No					